

**RETENTION: September 30, 1999**

**TO: HEADS OF GOVERNMENT DEPARTMENTS, AGENCIES, AND OTHERS CONCERNED**

**SUBJECT: YEAR 2000 (Y2K) IMPLICATIONS FOR VENDOR/MISCELLANEOUS AND SALARY PAYMENTS MADE BY THE FINANCIAL MANAGEMENT SERVICE**

1. PURPOSE

This Treasury Financial Manual (TFM) bulletin supplements the requirements of I TFM 4-2000 regarding disbursing practices in Federal departments and agencies. This bulletin relates to procedures in the following section:

- Section 4-2040 - Certification and Approval of Vouchers.

In addition, this bulletin supplements the following Financial Management Service (FMS) guidelines and specifications:

- Vendor Express and Federal Travel - ACH Payment Users Manual.
- CPSS 19.90 - Vendor/Miscellaneous Check Formats.
- CPSS 7.90 - Salary Check Formats.
- CPSS 8.90 - Salary, Travel, Vendor/Miscellaneous ACH Formats.

The above-referenced TFM section and FMS-published specifications provide the proper payment formats for vendor/miscellaneous, salary, and travel payments to be used by Treasury disbursed agencies only.

2. EFFECTIVE DATE

Immediately.

3. COVERAGE

This bulletin applies to all vendor/miscellaneous, salary, and travel payments submitted as **bulk data files** (e.g., file transmissions, magnetic tape) for which the agency certifies in one of two ways: by a separate paper SF 1166: Voucher and Schedule of Payments, or via the summary schedule of the Electronic Certification System (ECS). The ECS personal computer (PC) software is Y2K compliant.

#### 4. POLICY

There will be no changes to the date format for vendor/miscellaneous, salary, and travel payment files submitted by Federal Program Agencies (FPAs) to FMS Regional Financial Centers. FMS payment applications will continue to function with two-digit dates. Therefore, FPAs should continue to submit payment request files to FMS in the existing format.

Note that TFM Bulletin 97-04: Year 2000 Date Conversion Format, stated that FMS was adopting the National Institute of Standards and Technology (NIST) date standard, with the calendar year of any date being a four-digit date in the high-order four positions of the date field. As subsequent assessments of FMS payment systems for Y2K compliance determined that no date changes were necessary, TFM Bulletin 97-04 will not apply to vendor/miscellaneous, salary, and travel payment files from FPAs to FMS.

FMS will provide additional Y2K guidance for FMS claims, reconciliation, and accounting systems under separate cover.

#### 5. INQUIRIES

Inquiries relating to this bulletin and payment file format should be directed to the appropriate Regional Financial Center's Customer Assistance Staff listed in the Attachment.



Date: February 18, 1998

Richard L. Gregg  
Acting Commissioner

Attachment

**CUSTOMER ASSISTANCE STAFF  
ADDRESSES AND TELEPHONE NUMBERS**

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